

M e m o r a n d u m

Date: November 30, 2009

To: Border Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Temecula Area

File No.: 685.9924.11495

Subject: AREA MANAGEMENT EVALUATION, CHAPTER 6
FLEET MANAGEMENT

The purpose of this memorandum is to address deficiencies identified during the Temecula Area Chapter 6 – Fleet Management inspection conducted on October 7, 2009, by Sergeant K. Van Orsdel of the Oceanside Area.

Section 4: Mileage Management: Area has six sedans three years or older which are currently out of warranty or will be in the near future. These vehicles are not accumulating mileage at a sufficient rate to run them out while still under warranty. Newer vehicles in the fleet have as much or more mileage as these older cars. These vehicles should be driven more frequently. Repair costs will rise significantly when the vehicle warranty expires.

Automotive Technician II, Joe Rivera, makes vehicle assignments at the beginning of each two month rotation for the officers. He was apprised of this situation and will insure all enforcement sedans are assigned and rotated to keep mileage rates consistent throughout the fleet. The Rainbow Inspection Facility borrows two enforcement sedans from the Temecula Area. These two patrol vehicles do not accumulate mileage as quickly as the road patrol vehicles, therefore, these vehicles will also be rotated on a regular basis.

Section 5: Automotive Work Area / Equipment: There is no record of a recent tool inventory being conducted.

The last tool inventory in file was completed in 2004. On November 18, 2009, Automotive Technician, Joe Rivera, completed an annual tool inventory. This tool inventory will be documented and filed accordingly.

Section 6: Tires, Parts, and Supplies: Unable to locate tire records. Unable to locate a recent parts or tire inventory.

Automotive Technician II, Joe Rivera, keeps a manual record of all tires, parts and supplies inventories. In addition to his manual records, he inputs any/all of these items into a departmental computer program which tracks the same items in real time.

Safety, Service, and Security

Section 8: Safety: Items stored on the floor can be a trip and fall hazard.

~~Automotive Technician Joe Rivera~~ has removed any hazardous loose items from the floor of his work area.

Section 9: Vehicle Records and Maintenance: Fleet files are not kept in an orderly manner, they were found stacked on several shelves with parts and other items.

~~Automotive Technician Joe Rivera~~ has a neat and orderly file system for all current patrol vehicles in the Temecula Area fleet. His files are kept in his desk which was not accessible during Sergeant Van Orsdel's inspection. There are files containing information for old / run-out vehicles on the shelves of the Automotive Technician's office and the Area is currently attempting to procure a file cabinet for the old records.

Additional Information:

The Temecula Area ~~Automotive Technician Joe Rivera~~ was on vacation when Sergeant Van Orsdel visited the Area for this Fleet Inspection. ~~Joe Rivera~~ is very knowledgeable with regards to inventory, record keeping, and his fleet filing system.

Questions concerning this response may be directed to me via e-mail at jjungers@chp.ca.gov or by telephone at (951) 506-2000.


J. M. JUNGERS, Captain
Commander

Memorandum

Date: December 28, 2009

To: Office of Inspections

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Border Division

File No.: 601.9857.10554

Subject: RESPONSE TO EL CAJON AREA COMMAND FLEET MANAGEMENT
EXCEPTIONS DOCUMENT

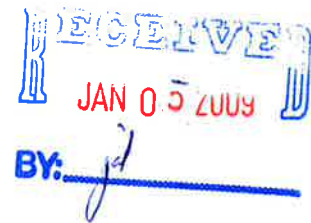
Attached is El Cajon Area's response to the Command Fleet Management Inspection Exceptions document.

The Area commander has closely reviewed the findings and recommendations contained within the final report and concurs with the evaluator's findings. As such, the commander has taken the necessary steps to implement the recommended procedures.

I concur with the commander's actions in this matter and am satisfied identified deficiencies are being properly addressed.


G. A. DOMINGUEZ, Chief

cc: El Cajon Area



Safety, Service, and Security

M e m o r a n d u m

Date: December 10, 2009

To: Border Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
El Cajon Area

File No.: 680.10589.12790

Subject: RESPONSE TO EL CAJON AREA COMMAND FLEET MANAGEMENT
INSPECTION REPORT

On October 8, 2009, Sergeant H. Hendrickson, Otay Mesa Inspection Facility, submitted his findings and recommendations to Division concerning an informal evaluation of the El Cajon Area Command Fleet Management. The following is a summary of the action(s) taken by the Area in response to this evaluation.

1. Area Administration

- c. Due to the shortage of staffing, and coupled with the State's mandated furlough program, the lead Auto Technician is currently performing 10% of the fleet maintenance. The majority of the fleet maintenance is being completed by authorized dealers and vendors at a substantial higher cost to the Department. The current maintenance program is not cost effective or fiscally responsible.

- *Agree.*

The Area has two Automotive Technicians (one has been off since August 2009 recovering from a work-related injury and is expected to return in January 2010. In the interim, Division personnel have been assisting with fleet maintenance a few days a week) and a diverse fleet comprised of three (3) Motor Carrier vans, two (2) Mobile Road Enforcement (MRE) trucks, three (3) 4x4 All-Terrain (AT) vehicles, forty-two (42) Class E sedans, eight (8) enforcement motorcycles, and three (3) trailers. In light of the current staffing shortage and state-mandated furlough program, the Area is performing as much of the routine service/repair work as possible. The addition of a third Automotive Technician or Maintenance Worker would certainly help alleviate this present condition and do much to improve the turnaround (down) time of equipment needing service and/or repair. Area will continue to explore this possibility with Division.

Safety, Service, and Security

5. Automotive Work Area/Equipment

- a. The Automotive Technician's bathroom was found to be unclean and unsanitary.
- *Agree.*

The Area janitor has been directed to inspect and clean the bathroom daily.

6. Tires, Parts and Supplies

- c. The Area currently has electrical switches for the 2003 Ford Crown Victoria. An MIS was sent to all Areas needing these parts on 03/26/09. Due to the lack of response, a CHP 266 (Credit Memo) will be required to be completed.
- *Agree.*

A credit memorandum will be prepared to return the parts to Fleet Operations Section.

7. Fuel Dispensing Facility

- b. All safety requirements involving the fuel island were met, except the fire extinguisher was found on the ground, the "fire extinguisher" sign was not posted, and the fire extinguisher was missing the inspection tag. The fire extinguisher near the above ground storage tank had an expired inspection tag.
- *Agree.*

The fire extinguishers in question have been serviced and mounted as required and a "fire extinguisher" sign has been posted.

- d. The fluids and tires were checked on an inconsistent basis by Area personnel.
- *Agree.*

A briefing item was prepared reminding Area personnel (officers) to check the fluid levels and tire pressure on a daily basis. Area sergeants have also been reminded to follow-up and monitor this as well.

- i. Area has an adequate system in place for securing the fuel pumps. The fuel pump handles are required to be secured with padlocks when not in use. During the inspection, the padlocks were unlocked, and not utilized by the Area personnel.
- *Agree.*

A briefing item was prepared reminding Area personnel (officers) to lock the fuel pumps after use. Area sergeants have also been reminded to follow-up and monitor this as well.

8. Safety

- b. Two fire extinguishers were found in the service bay on the floor, "fire extinguisher" signs were not posted, and the inspection tags were expired.

- *Agree.*

The fire extinguishers in question have been serviced and mounted as required, and "fire extinguisher" signs have been posted.

11. Motorcycles

- a. The SOP relating to the motorcycle squad will need to be updated in regards to deployment and motorcycle radio call numbers.

- *Agree.*

The Area SOP in question has been revised, effective November 2009.

- c. The Fleet Operations Bulletins are filed by the Automotive Technician in their office. They are not being distributed, filed, and discussed with the motorcycle squad as required.

- *Agree.*

Fleet Operations Bulletins are now being sent to the Area motorcycle officers via departmental electronic mail and all issues are discussed with the Area motorcycle officers by the Area Certified Motorcycle Training Officers (CMTO). A new folder has also been set up in the motorcycle file cabinet and a copy of all bulletins will be placed in the folder by the motorcycle sergeant and/or CMTO.

- d. Mandated training has been inconsistent, or entirely neglected. Only two (2) memorandums, dated 12/15/08 and 03/08/09, were found in the motorcycle program file in the sergeant's office to document the required refresher training since 02/02/06.

- *Agree.*

Mandatory motorcycle officer training (in-service and quarterly) is up to date at this time. Additionally, the Area's motorcycle training files and ride alongs are up to date and current.

- h. Currently, the supply of radio headset equipment is minimal. There are no radio cord adaptors (body cables) in the inventory, and the 2-3 headsets in inventory have been cannibalized.

- *Agree.*

Area currently has two complete headsets and one that needs a boom mike for a total of three. This equipment has been requested, but has been denied due to the budget problems. Area will continue to monitor this and request additional headsets after the first of the year.

- k. A review of the CHP 184 (Monthly Motorcycle Inspection List) determined that numerous months are missing, and some are missing signatures from the officer and/or sergeant. Several have been incorrectly filed with the CHP 33 (Driver's Equipment Check) by the Automotive Technician, instead of being filed in the CHP 184 file in the sergeant's office. CHP 184's have not been filed for motor units #9491 and #9575 since 02/09, and no CHP 184's were located for motor units #9591 and #9642.

- *Agree.*

The CHP 184's in question were located (improperly filed) and filed as required. The completion and submission of the CHP 184 will be discussed at the December Motor Training Day. The motor sergeant will continue to monitor this to ensure compliance with policy.

Questions regarding this response may be directed to Lieutenant Mike Berger at (619) 401-4000.



T. L. SUMPRER, Captain
Commander

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: <i>CALEXICO</i>	Division: Border	Chapter: 6
Inspected by: Sergeant Terry Brollini		Date: <i>8-26-07</i>

Page 1 of 2

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 4 Hours	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to:		
Due Date:			
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None.

Command Suggestions for Statewide Improvement:
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None.

Inspector's Findings:

The inspection results determined the command is in compliance with Departmental policy.

Commander's Response: <input type="checkbox"/> Concur or <input type="checkbox"/> Do Not Concur (Do Not Concur shall document basis for response)

None.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: El Centro	Division: Border	Chapter: 6
Inspected by: Sergeant Terry Brollini		Date:

Required Action

Corrective Action Plan/Timeline

None.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 11-02-09
	INSPECTOR'S SIGNATURE 	DATE 8-26-09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 11/16/09

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA Calexico	DIVISION Border	NUMBER 626
EVALUATED BY T. Brollini # 9773		DATE 08/26/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW <i>R.A. Strates</i> DATE <i>9-8-09</i>
1. AREA ADMINISTRATION		EVALUATED N/A	ACTION REQUIRED CORRECTED

a. Is there a clear line of supervision and accountability for the Area's fleet management? *N/A* ☐ Yes ☐ No

(1) Is the Area commander involved and informed? ☐ Yes ☐ No

(a) Does he/she monitor invoices? ☐ Yes ☐ No

(2) Who is authorized to approve invoices?

b. What is the background experience of the Automotive Technician (AT)? *N/A*

(1) Are sufficient instructions and training provided? ☐ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☐ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☐ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☐ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☐ No

c. How much maintenance work is being done by the AT? *N/A*

(1) Is he/she qualified to perform maintenance and minor repairs? ☐ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT?

2. VEHICLE USE	EVALUATED Yes	ACTION REQUIRED None	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? None, 1 Electric Think Car, "E" Class cars assigned to the El Centro (625).

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? K-9 Unit

d. Who does the commander allow to ride in vehicles?

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**

EVALUATED

N/A

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles?

N/A

(1) Are they authorized dealers?

☐ Yes ☐ No

(2) What process was used in selecting a service vendor?

(3) What are the hourly rates being charged?

(a) Are discounts given on parts?

☐ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☐ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☐ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☐ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles?

☐ Yes ☐ No

(1) How are interiors cleaned?

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(2) Is the Area's vehicle washing procedure practical and economical?

☐ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☐ No

(3) Is there more than one car wash facility available?

☐ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☐ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☐ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☐ No

d. How do officers report defective equipment?

(1) Who is authorized to declare a vehicle unsafe for patrol?

(a) Who determines when a vehicle is safe after repair or checking of defects?

(b) Does he/she sign off the report form and indicate what has been done?

☐ Yes ☐ No

(c) Is this system effective?

☐ Yes ☐ No

(d) How long are records kept?

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☐ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

N/A

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☐ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☐ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☐ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished?

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☐ Yes ☐ No

(2) Does the AT understand what is required?

☐ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☐ Yes ☐ No

(a) If so, how does it effect mileage averaging?

c. How does the Area project run outs?

(1) Is FOS provided 30-45 days advance notice?

☐ Yes ☐ No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(2) What has been the condition of vehicles returned to FOS?

(3) Are the right equipment options completed?

☐ Yes ☐ No**5. AUTOMOTIVE WORK AREA/EQUIPMENT**EVALUATED
N/A

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☐ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☐ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☐ Yes ☐ No

b. Is the space for working on vehicles adequate?

☐ Yes ☐ No

(1) Is it clean and organized?

☐ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☐ Yes ☐ No

(1) Is there an inventory?

☐ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☐ Yes ☐ No

(a) Are they clean and properly maintained?

☐ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☐ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☐ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☐ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No**6. TIRES, PARTS AND SUPPLIES**EVALUATED
N/A

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☐ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☐ Yes ☐ No

(3) Is there adequate security?

☐ Yes ☐ No

(4) Who has access to the parts/supplies?

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☐ Yes ☐ No

Destroy Previous Editions

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c. Are reasonable numbers of parts/supplies stocked? ☐ Yes ☐ No

(1) Are there obsolete parts on hand? ☐ Yes ☐ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☐ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☐ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☐ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☐ Yes ☐ No

(a) Are records reviewed by management? ☐ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☐ Yes ☐ No

(a) How are tires stored?

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☐ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☐ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☐ No

(7) Are adequate records maintained for used tires? ☐ Yes ☐ No

(a) Is the disposition of used tires within policy? ☐ Yes ☐ No

f. How are old tires/batteries disposed of?

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☐ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☐ No

(3) Are the provisions of any tire or battery disposal contract being met? ☐ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☐ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☐ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☐ Yes ☐ No

(1) Who conducted the count?

7. FUEL DISPENSING FACILITY

EVALUATED
N/A

ACTION REQUIRED

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☐ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies?

(a) Is self-service or full-service used?

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(2) Is there a written policy, and is it complied with?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?		
(1) Are records maintained as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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8. SAFETY	EVALUATED N/A	ACTION REQUIRED	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED N/A	ACTION REQUIRED	CORRECTED
a. Are fleet records logically filed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(2) Have required services been done at the proper mileage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?		
e. Do invoices indicate parts are being supplied by the CHP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. CONDITION OF THE FLEET	EVALUATED N/A	ACTION REQUIRED CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. MOTORCYCLES	EVALUATED N/A	ACTION REQUIRED CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

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(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

☐ Yes ☐ No

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(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

The only "E" class vehicle assigned to the area is a Ford, Electric Think Car, which does not require any scheduled service. All fleet management duties for the "E" class vehicles the area uses are completed by the El Centro and Winterhaven Areas.

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DATE: 08/26/2009

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M e m o r a n d u m

Date: October 9, 2009

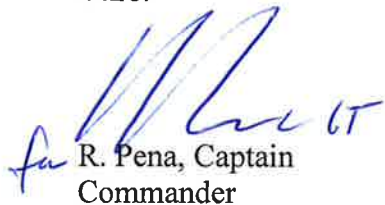
To: Orange County Communication Center
Lieutenant Paul DePaola

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Westminster Area

File No.: 670.9370.12457

Subject: CHAPTER 6 INSPECTION (FLEET)

Attached please find the original Chapter 6 inspection and Exception Document for your review, and signature. If you have any questions, please contact Sergeant D. Laureano at (714) 892-4426.


R. Pena, Captain
Commander

Attachments

Safety, Service, and Security

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Page 1 of 2

Command: OCCC	Division: Bordetr	Chapter: 6
Inspected by: Sergeant D. Laureano		10/08/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 2 Hours	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to:		
Due Date:			
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

OCCC automotive concerns regarding fleet services are the responsibility of the Santa Ana CHP Area.

Command Suggestions for Statewide Improvement:

Inspector's Findings:

Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 2 of 2

Command: OCCC	Division: Bordetr	Chapter: 6
Inspected by: Sergeant D. Laureano		10/08/2009

Required Action
Corrective Action Plan/Timeline

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 10/15/09
	INSPECTOR'S SIGNATURE 	DATE 10/19/09
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 10/30/09

AREA OCCC	DIVISION Border	NUMBER 676
EVALUATED BY Sergeant D. Laureano, #12457		DATE 10/08/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 10/8/09
BY _____			

1. AREA ADMINISTRATION

EVALUATED 10/08/2009	ACTION REQUIRED None	CORRECTED
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a. Is there a clear line of supervision and accountability for the Area's fleet management? N/A ☐ Yes ☐ No

(1) Is the Area commander involved and informed? N/A ☐ Yes ☐ No

(a) Does he/she monitor invoices? N/A ☐ Yes ☐ No

(2) Who is authorized to approve invoices? N/A ☐ Yes ☐ No

b. What is the background experience of the Automotive Technician (AT)? N/A.

OCCC automotive concerns are the responsibility of the Santa Ana CHP Area Automotive Technician (AT).

(1) Are sufficient instructions and training provided? N/A ☐ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? N/A ☐ Yes ☐ No

(3) Does he/she attend training on new model vehicles? N/A ☐ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? N/A ☐ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? N/A ☐ Yes ☐ No

(6) Does the AT periodically attend staff meetings? N/A ☐ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? N/A ☐ Yes ☐ No

c. How much maintenance work is being done by the AT? N/A ☐ Yes ☐ No

(1) Is he/she qualified to perform maintenance and minor repairs? N/A ☐ Yes ☐ No

(a) If these duties are not being performed, why not? N/A ☐ Yes ☐ No

d. What other duties or responsibilities are placed on the AT? N/A ☐ Yes ☐ No

2. VEHICLE USE

EVALUATED 10/08/2009	ACTION REQUIRED None	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? Three white FSP vehicles and one Commander's vehicle

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? N/A ☐ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☐ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☐ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours?

d. Who does the commander allow to ride in vehicles? State employees and potential cadet applicant, ride along.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

EVALUATED
10/08/2009

ACTION REQUIRED
None

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? N/A

(1) Are they authorized dealers? N/A ☐ Yes ☐ No

(2) What process was used in selecting a service vendor?

(3) What are the hourly rates being charged?

(a) Are discounts given on parts? ☐ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☐ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☐ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☐ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? By the Santa Ana CHP, car washers

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(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No(3) Is there more than one car wash facility available? ☒ Yes ☐ No(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☐ No(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☐ No

d. How do officers report defective equipment? Field officers notify Lt. Paul DePaola

(1) Who is authorized to declare a vehicle unsafe for patrol? All officers

(a) Who determines when a vehicle is safe after repair or checking of defects? Santa Ana CHP AT.

(b) Does he/she sign off the report form and indicate what has been done? ☐ Yes ☐ No(c) Is this system effective? ☐ Yes ☐ No

(d) How long are records kept?

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☐ Yes ☐ No**4. MILEAGE MANAGEMENT**EVALUATED
10/08/2009ACTION REQUIRED
None

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☐ Yes ☐ No(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? The Santa Ana CHP AT will advise Lt. Paul DePaola

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No(2) Does the AT understand what is required? ☐ Yes ☐ No(3) Does the Area have a "personalized vehicle assignment" program? ☐ Yes ☐ No

(a) If so, how does it effect mileage averaging?

c. How does the Area project run outs? With the assistance of the Santa Ana CHP AT

(1) Is FOS provided 30-45 days advance notice? ☐ Yes ☐ No

(2) What has been the condition of vehicles returned to FOS?

N/A

(3) Are the right equipment options completed?

N/A

☐ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED
10/08/2009

ACTION REQUIRED
None

CORRECTED

a. Is there adequate space and comfort in the AT office?

N/A

☐ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☐ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☐ Yes ☐ No

b. Is the space for working on vehicles adequate?

☐ Yes ☐ No

(1) Is it clean and organized?

☐ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☐ Yes ☐ No

(1) Is there an inventory?

☐ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☐ Yes ☐ No

(a) Are they clean and properly maintained?

☐ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☐ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☐ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☐ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED
10/08/2009

ACTION REQUIRED
None

CORRECTED

a. Is the space provided for parts and supplies adequate?

N/A

☐ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☐ Yes ☐ No

(3) Is there adequate security?

☐ Yes ☐ No

(4) Who has access to the parts/supplies?

☐ Yes ☐ No

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☐ Yes ☐ No

c. Are reasonable numbers of parts/supplies stocked?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	(<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?			
(4) Is access to the tires restricted to the AT and his/her assistant or backup?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are adequate records maintained for used tires?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?			
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?			

7. FUEL DISPENSING FACILITY	EVALUATED 10/08/2009	ACTION REQUIRED None	CORRECTED
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	Fuel is obtained from CHP Field Areas; service station purchases are only allowed in an emergency and only enough fuel to reach the nearest CHP office.		
(a) Is self-service or full-service used?	Self-service		

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FLEET MANAGEMENT

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(2) Is there a written policy, and is it complied with?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?			
(1) Are fluids and tires checked during fueling?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?			
(3) Is gasoline measured before and after deliveries?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?			
(1) Are records maintained as required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?			
g. Does the physical inventory reasonably balance with the metered inventory each month?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?			
h. Is there a contract for fuel?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?			
(2) At what level is it refilled?			
i. How does the Area secure the fuel pumps when they are not in use?			
(1) Is the system adequate?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED 10/08/2009	ACTION REQUIRED None	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED 10/08/2009	ACTION REQUIRED None	CORRECTED
a. Are fleet records logically filed?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?	N/A		
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
(1) Are hourly rates in line with prevailing rates?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
(2) Does the AT refer to manuals for invoice cost information?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
(4) Are there any warranty problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
(a) If so, are they being resolved?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
(6) Does the commander or his/her designee review and/or approve invoices?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?				
e. Do invoices indicate parts are being supplied by the CHP?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
(1) If parts are on invoices, does the vendor give a discount?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
f. Are fleet operations bulletins maintained and accessible to the AT?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
10. CONDITION OF THE FLEET	<table border="1"> <tr> <td>EVALUATED 10/08/2009</td> <td>ACTION REQUIRED None</td> <td>CORRECTED</td> </tr> </table>	EVALUATED 10/08/2009	ACTION REQUIRED None	CORRECTED
EVALUATED 10/08/2009	ACTION REQUIRED None	CORRECTED		
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
11. MOTORCYCLES	<table border="1"> <tr> <td>EVALUATED 10/08/2009</td> <td>ACTION REQUIRED None</td> <td>CORRECTED</td> </tr> </table>	EVALUATED 10/08/2009	ACTION REQUIRED None	CORRECTED
EVALUATED 10/08/2009	ACTION REQUIRED None	CORRECTED		
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
(1) What system is in place to verify understanding and compliance?				
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
d. What type of active safety program does the Area have?				

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(1) Is there a Defensive Rider Program?	N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record?			
(a) How does it compare with Division and statewide rates?			
(4) Does the Area conduct quarterly motorcycle training?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?			
(1) Are the arrangements satisfactory?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Are any repairs being done by riders?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles?	
(1) Is it satisfactory and cost effective?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) How is repair work verified?	
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs?	
(6) Does the Area have a motorcycle trailer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) How often is it used?	
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes <input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is service up-to-date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No

The Orange County Communication Center does not have an ASM, auto technician, or gasoline pumps on the premises. The four vehicles assigned to OCCC, service needs are the responsibility of the Santa Ana CHP auto technicians.

D. Lawrence, Sgt, 12457

M e m o r a n d u m

Date: September 30, 2009

To: Border Division

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Westminster Area

File No.: 670.9370.12457

Subject: RESPONSE TO THE WESTMINSTER AREA COMMAND, CHAPTER
INSPECTION FLEET MANAGEMENT

The following corrective actions have been taken as a result of this inspection conducted by Sergeant S. Doumas, #11027, from the Capistrano, CHP Area, on September 8, 2009.

Findings Requiring Follow-up:

1. Regarding obtaining approval for hiring of a maintenance worker.
 - In 2007 and 2008, the Westminster Area completed a Budget Concept Request, CHP 172, requesting the reinstatement of our full-time maintenance worker position. This request was denied at the Division Level. We completed a Request for Position Action, CHP 127 and also requested a Zone 9 reallocation and they both were denied. Once it is permitted, we will resubmit the request for a maintenance worker.
2. Regarding posting of the required Material Safety Data Sheets (MSDS)
 - Per HPM 10.6, the MSDS is contained in a binder, which is labeled and readily available, upon need. However, I did inform the auto technician to post instructions as to where it is located.
3. The oil containers were stored inside a cardboard box not on a rack.
 - The sealed oil containers are inside a cardboard box inside a phone booth which provides protection from the elements. The installation of a rack is unnecessary.


Safety, Service, and Security

Response to Westminster Area Chapter 6 Inspection

Page 2

September 30, 2009

4. The bench grinder is required to be affixed to a work station/bench for safety.

A handwritten signature in blue ink, appearing to read 'R. PENA', with a stylized flourish at the end.

R. PENA, Captain
Commander

The Area is looking into a location and supplies needed to secure the grinder.

Attachments

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Page 2 of 2

Command: Westminster	Division: Border	Chapter: Fleet
Inspected by: Sgt. S. Doumas, 11027		Date: 9/8/2009

Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

Required Action

Corrective Action Plan/Timeline

1.d. – The Westminster Area should obtained approval for the hiring of a maintenance worker to cover the necessary duties of that position and to assist the AT with fleet operations as needed.

6.g. – The required Material Safety Data Sheets (MSDS) need to be posted for safety reasons.

7.b.(5) – The oil containers were stored on the gas pump island in a cardboard box and should be kept in a protective container or rack.

8.b.(6) – The bench grinder needs to be firmly affixed to a work station/bench for safety reasons.

11.d.(2) – The Westminster Area should have a trained CMT0, when staffing permits.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 10-6-09
	INSPECTOR'S SIGNATURE 	DATE 9/8/2009
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 09/25/09

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA Westminster	DIVISION Border	NUMBER 670
EVALUATED BY Sgt. S. Doumas, #11027		DATE 09/08/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		COMMANDER'S REVIEW 
<input type="checkbox"/> Correction Report BY _____		DATE 11-10-09

1. AREA ADMINISTRATION

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? The Administrative Sergeant conducts the initial review and the final review/approval is conducted by the Captain or Lieutenant.

b. What is the background experience of the Automotive Technician (AT)? The AT has 24 years of service in his current position with the CHP. Prior to his employment he obtained college degrees/certificates for automotive and electronic repairs.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? The AT performs approximately 90% of all scheduled maintenance, with 10% being conducted by vendors under warranty coverages.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not? N/A

d. What other duties or responsibilities are placed on the AT? The Westminster Area does not have a custodian or maintenance worker assigned to the office and the AT performs some collateral duties for facility upkeep.

2. VEHICLE USE

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
------------------	-----------------------	-----------

a. How many "E" Class vehicles are assigned to the Area? 21

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? N/A

d. Who does the commander allow to ride in vehicles? Cadet Applicants; Allied Agency; CHP PSD; Media

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Ford and Lincoln dealers for all warranty work and local small business (M & N Auto Shop) for miscellaneous/non-warranty issues.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? The AT inspects the vendors' facilities, checks on mechanics qualifications, type of services available and job/task pricing.

(3) What are the hourly rates being charged? \$65.00

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? N/A ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 50%

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? N/A ☐ Yes ☒ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Interiors are cleaned as needed by the assigned vendors during regular service.

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☒ No

d. How do officers report defective equipment? Documentation is completed on the CHP 33 assigned to the vehicle and on an Area generated "B.O. Sheet", located at the patrol vehicle key board.

(1) Who is authorized to declare a vehicle unsafe for patrol? All operators of a patrol car, AT and supervisors/managers.

(a) Who determines when a vehicle is safe after repair or checking of defects? AT

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes ☐ No

(c) Is this system effective?

☒ Yes ☐ No

(d) How long are records kept? One year

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

N/A

☐ Yes ☒ No

b. How are adjustments to mileage accomplished? N/A

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes ☐ No

(2) Does the AT understand what is required?

☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? There is no impact on mileage averaging, as the vehicles are rotated through all shifts.

c. How does the Area project run outs? The AT monitors each vehicles' mileage and at 95,000 miles will initiate the required paperwork to FOS.

(1) Is FOS provided 30-45 days advance notice?

☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Fair to Good

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

CHECKED QUARTERLY

☐ Yes ☒ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

AT AND SUPERVISORS

☐ Yes ☒ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

N/A

☐ Yes ☒ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

N/A

☐ Yes ☒ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

N/A

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

N/A

☐ Yes ☒ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED

Yes

ACTION REQUIRED

Yes

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

N/A

☐ Yes ☒ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? The AT and supervisors

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☐ Yes ☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? The tires are located on racks inside the AT storage room (locked).

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☒ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☒ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? State contracted recycling vendors

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☐ Yes ☒ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☐ Yes ☒ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? The Administrative Sergeant or his/her designee

7. FUEL DISPENSING FACILITY

EVALUATED

Yes

ACTION REQUIRED

Yes

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? Personnel will utilize the issued fuel card (Voyager).

(a) Is self-service or full-service used? Self service

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AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? The operators of the vehicle		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	The AT and Administrative Sergeant	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	The CHP 33 assigned to the vehicle and an Area generated log is maintained at the fuel island.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	N/A	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	Facilities Section has not performed this task and does not have it as a required action item.	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	Approximately every 5 to 6 weeks.	
(2) At what level is it refilled?	The storage tank limit is 12,000 gallons and it is normally refilled at the 8,500 gallon level.	
i. How does the Area secure the fuel pumps when they are not in use?	Padlocks	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Destroy Previous Editions

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			No reported injuries for the year.
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? AT and the Administrative Sergeant			
(3) How is the information used in Area's fleet administration?			The information provides required guidelines to effectively manage fleet operations.
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(1) Is there a Defensive Rider Program? ☒ Yes ☐ No

(2) Is there a sufficient number of CMTOs? ☐ Yes ☒ No

(3) What is the Area's safety record? No reported incidents for the year.

(a) How does it compare with Division and statewide rates? The Area has an excellent rating with no reported incidents.

(4) Does the Area conduct quarterly motorcycle training? ☒ Yes ☐ No

(a) Are mandatory exercises being conducted? ☒ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented? ☒ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop? Office

(1) Are the arrangements satisfactory? ☒ Yes ☐ No

(2) Is the repair person proficient? ☒ Yes ☐ No

(3) Is service available on weekends? ☐ Yes ☒ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service? ☐ Yes ☒ No

(5) Are any motorcycles being operated with radios in a defective condition? ☐ Yes ☒ No

(6) Are any repairs being done by riders? ☐ Yes ☒ No

(7) Does the Area swap radios with idle units to reduce down time? ☒ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section? ☒ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles? ☒ Yes ☐ No

(1) Is safety compromised? ☐ Yes ☒ No

(2) Are units parked near an entrance causing foot traffic to be inhibited? ☐ Yes ☒ No

(3) Are preventative measures in place to avoid problems caused by oil drippings? ☒ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism? ☐ Yes ☒ No

(5) When garaged at home, is the motorcycle in a covered, secured area? ☒ Yes ☐ No

(a) Has it been inspected and approved? ☒ Yes ☐ No

(b) Are records of the approval on file? ☒ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements? ☒ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations? ☒ Yes ☐ No

(2) Is there ample supply available? ☒ Yes ☐ No

(3) Are spare tires available? ☐ Yes ☒ No

(4) Is a battery charger available? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(5) Is there security and an accurate inventory kept?

☒ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles? All motorcycle repairs are conducted by an authorized vendor.

(1) Is it satisfactory and cost effective?

☒ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☒ Yes ☐ No

(3) How is repair work verified? By repair work orders and invoice.

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☒ No

(a) Is a supervisor's permission required?

☒ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☒ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs? The Area has an assigned motorcycle trailer or by tow truck.

(6) Does the Area have a motorcycle trailer?

☒ Yes ☐ No

(a) How often is it used? Approximately six times a year.

(b) If one is not available, has Area budgeted for one?

N/A

☐ Yes ☒ No

j. Are vehicle files logically kept and up-to-date?

☒ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☒ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☒ Yes ☐ No

(3) Is service up-to-date?

☒ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☒ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☒ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☒ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☒ Yes ☐ No